



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
SCHOFIELD BARRACKS, HI 96857-6000

APVG-CG

5 November 2014

MEMORANDUM FOR All Soldiers Assigned to 25th Infantry Division

SUBJECT: 25th Infantry Division Policy Letter 3 - Commander's Guidance for Payday Activities

1. References. FM 3-21.5, AR 600-9, AR 670-1, AR 600-20, and DA Pam 600-3.
2. General. Payday Activities are a structured training event during which the commander and the chain of command ensures personnel accountability, conducts inspections, provides command information, performs counseling, and recognizes deserving Soldiers. The following policies are in effect:
 - a. All 25th Infantry Division Soldiers will execute Payday Activities on the first Friday of every month. During months having a scheduled holiday on the first Friday of the month, Payday Activities will occur on an alternate date. The uniform for Payday Activities is the Tropic B uniform. In the event Payday Activities conflict with unit training, Brigades may request an exception to this policy to the Division Commander and CSM through the Division G3.
 - b. Commanders will ensure their units conduct Physical Readiness Training (PRT) on Payday Activities, and it is expected that runs are conducted at Battalion level to build esprit de corps and camaraderie.
 - c. Commanders will ensure scheduled Payday Activities are completed and all Soldiers not performing essential duties will be released at 1300.
 - d. The pass granted on Payday is intended to give Soldiers time to take care of financial/personal responsibilities. The pass is a privilege which can be withheld from Soldiers whose personal appearance or personal equipment does not meet the standard; commanders are the designated authority to determine whether or not to withhold this pass privilege.
 - e. Payday Activities will not reduce the manning levels to the extent that would adversely affect units/agencies ability to perform their assigned mission or to clear personnel from the installation.
 - f. Once a quarter the Commanding General or his designated representative will host the CG's Payday Activity Golf Scramble at the Leilehua Golf Course. All Soldiers are encouraged to participate.
3. Responsibilities. Division G3 will schedule Payday Activities IAW this policy and publish as a part of the Annual Training Guidance.

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4. Procedures. Brigades and HHBN will establish a program of Payday Activities that accomplishes the following:

a. Unit runs at Battalion level.

b. Muster Formations. The muster formation presents a valuable opportunity for commanders to disseminate command information and recognize Soldier achievements. Commanders are encouraged to distribute awards and recognize deserving Family members, Soldiers and civilians, promote Soldiers, conduct safety briefings, and discuss future training.

c. Tasks. Although the Commanding General may direct a specific task to be accomplished by all units on any given Payday Activity, these five tasks should be accomplished to the best of the ability of the unit commander.

(1) Inspections and checking of uniforms, identification cards, and ID tags.

(2) Barracks inspection of rooms and common areas, to include: grass, parking areas, unit designated areas, signs, et al.

(3) Conduct POV/Motorcycle Inspections confirming civilian driver's license, vehicle registration, safety inspection stickers and insurance.

(4) Perform monthly counseling.

(5) Safety briefings.

5. This policy becomes effective immediately and is in effect until rescinded.

6. Point of Contact for this policy is the 25th Infantry Division, Chief of Staff, COL Brian Eifler at 655-4823.


CHARLES A. FLYNN
Major General, USA
Commanding